

EXECUTIVE OFFICE OF THE PRESIDENT
NATIONAL SECURITY COUNCIL
WASHINGTON

June 29, 1961

MEMORANDUM FOR EDWARD R. SAUNDERS
The Comptroller
Central Intelligence Agency

Subject: Administrative Services to NSC - Transfer of
Responsibility

Reference: Memorandum from CIA Comptroller to NSC Administrative
Officer, dated 8 June 1961

Personnel of the National Security Council Staff authorized
to receive NSC personnel files and all other records pertaining
thereto are:

Mrs. Lois G. Moock
NSC Administrative Officer,
or
Mr. Charles V. Feichtner
NSC General Services Officer

These employees are located in Room 395, Executive Office Building
on telephone Code 113, extensions 3606 or 3621.

Mr. Charles V. Feichtner has been designated as Health Benefit
and Insurance Officer and the Civil Service Commission has been
notified in accordance with regulations.

Item 2.e. "Records Management" in the reference memorandum
has been superseded by an exchange of letters, dated June 7 and 14,
respectively, between Mr. McGeorge Bundy and Mr. Allen W. Dulles
whereby the Central Intelligence Agency agreed to continue to
provide records storage facilities for the NSC after June 30, 1961.
Mr. Joseph B. Russell, NSC Records Management Officer, is the point
of contact on NSC inactive and vital materials records.

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Document No. _____
Review of this document by CIA has
determined that

- ☒ CIA has no objection to declass
☐ It contains information of CIA
interest that must remain
classified at TS S C
Authority: HR 70-2

- ☐ It contains nothing of CIA interest

Charles F. Johnson
NSC Staff Member